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-9 FEB 1956

MEMORANDUM FOR: Director of Personnel

SUBJECT:

Semi-Annual Report *BENEFITS AND CASUALTY*  
*DIVISION*

Transmitted herewith are Semi-Annual Reports prepared by the Insurance Branch and the Casualty Affairs Branch of this Division, pursuant to the Director of Personnel's instructions of 11 July 1955.

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Chief, Benefits and Casualty Division

DOC	4	REV DATE	24-C-81	BY	oic, 99
ORIG COMP	—	OPI	32	TYPE	01
ORIG CLASS	5	PAGES	16	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 18-2

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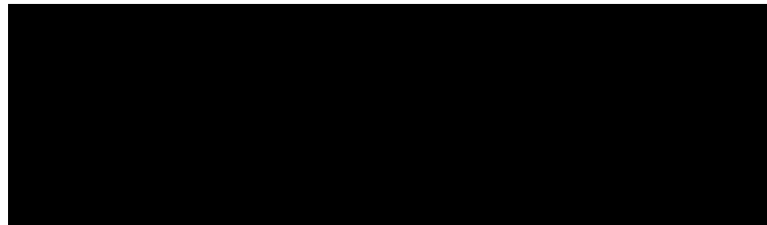
- 8 FEB 1956

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MEMORANDUM FOR: Chief, Benefits and Casualty Division

SUBJECT: Semi-Annual Report

Attached is this Branch's Semi-Annual Report covering progress and achievement during the period 1 July - 31 December 1955 and program plans for the period 1 January - 30 June 1956.



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Chief, Casualty Affairs Branch

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Semi-Annual Report  
Casualty Affairs Branch  
Benefits and Casualty Division  
Office of Personnel

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# STATISTICAL DATA

1 July 1955 - 31 December 1955

## Casualties Reported

1. Serious injuries or illnesses - - - - -	14
2. Deaths - - - - -	12

## Compensation and Medical Claims

### 1. Compensation Activity

Total Cases - - - - -	265
New Claims Pressed - - - - -	48
Reopened Cases - - - - -	6
New Claims Referred to [REDACTED] - - - - -	4
New Cases Not Pressed - - - - -	127
Pending Cases From Previous Summary - - - - -	80

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### 2. Nature of Claims Processed

Total Claims Processed - - - - -	134
Medical Expenses - - - - -	89
Compensation - - - - -	6
Both- - - - -	39

### 3. Ultimate Method of Processing

Total Claims Processed - - - - -	134
BEC Cases - - - - -	98
BEC Type - - - - -	1
5(a)(5)(C) - - - - -	35

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4. Action Taken on Claims

Total BEC Cases - - - - - 98

Approved - - - - - 13

Rejected - - - - - 5

Inactive - - - - - 5

Withdrawn - - - - - 2

Pending - - - - - 73

Total Internal Cases - - - - - 35

5(a)(5)(C)

Approved - - - - - 8

Rejected - - - - - 3

Withdrawn - - - - - 2

Pending - - - - - 22

BEC Type - - - - - 1

Pending - - - - - 1

Retirement

1. Interviews - - - - - 76

2. Applications for Service Credit - - - - - 46

3. Applications for Retirement - - - - - 7

4. Applications for Refund - - - - - 30

5. Applications for Death Benefits - - - - - 8

Federal Employees' Group Life Insurance

1. Agency Certifications of Insurance Status Issued - - 72

a. Conversions - - - - - 55

b. Retirement - - - - - 7

c. Dismemberment - - - - - 0

d. Deaths - - - - - 10

Unpaid Compensation

1. Claims Processed - - - - - 7

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## Section I

### Major Accomplishments and Significant Developments 1 July 1955 - 31 December 1955

1. An analysis of the Statistical Data attached hereto in comparison with similar data provided in the Annual Report indicates that the activity of the Casualty Affairs Branch has remained relatively constant in practically all phases of the Branch's functions during this reporting period. Any extreme instances of variance will be noted below.

2. Although none of the regulations pertaining to the subject matter of the Branch were published during the reporting period, i.e., those on Compensation and Medical Claims, Employee Emergencies, Missing Persons, and Federal Employees Group Life Insurance, the Branch has attempted to advertise the service which it is capable of performing for Agency employees through all other means available. In this connection, it is believed that there is now more widespread knowledge on the part of Agency personnel that this Branch has been established to assist Agency employees and their next-of-kin in matters relating to casualties and the benefits that may be attendant thereto.

3. The 14 cases of serious injuries and illnesses reported during this period varied from mental disorders to relatively minor conditions and the circumstances of the twelve death cases reported varied from accidental death in plane crashes to death from natural causes such as heart failure. It is believed that the Branch has developed considerable flexibility in the handling of these cases. In contacts with next-of-kin, where necessary, personnel of the Branch are qualified to travel any place any time to facilitate the handling and settlement of these cases. During this reporting period, very close liaison has been maintained with the Casualty Branch, Department of the Air Force.

4. As shown in the attached Statistical Data, under the heading of Compensation and Medical Claims, two hundred and sixty-five claims were handled by the Branch during this reporting period including eighty pending cases carried from the previous Fiscal Year Report. For this purpose, the filing of Form CA-1, Employee's

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Notice of Injury or Occupational Disease or an appropriate memorandum constitutes a claim. One hundred thirty-four of the total claims received were pressed by claimants for the reimbursement of medical expenses or payment of compensation for time lost from work or both. Of those, ninety-eight claims were processed with the Bureau of Employees' Compensation on a classified or unclassified basis as the situation warranted and thirty-six cases were processed internally. Thirty-five internal cases were processed under the provisions of Section 5(a)(5)(C) of Public Law 110 and the remaining one as a BEC type case. Excluding the eighty pending cases and the six re-opened cases which were carried from the previous Fiscal Year Report, the following comparison may be made between the present six month report and the Fiscal Years 1953, 1954 and 1955.

	July 1 '55 Dec. 31 '55	FY-1955	FY-1954	FY-1953
BEC	31	75	51	40
Internal				
5(a)(5)(C)	17	27	50	34
BEC Type	0	5	4	3

5. During the reporting period, the Branch conducted seventy-six interviews with employees for the purpose of discussing the employees' general retirement situation. Ultimately, 46 Applications for Service Credit, 7 Applications for Retirement, 30 Applications for Refund of Retirement Deductions and 8 Applications for Death Benefits were processed. These figures include Applications for Service Credit and Applications for Refund requiring secure processing with cleared representatives of the Retirement Division, Civil Service Commission. This function had previously been performed in the office of the Director of Personnel.

6. During the reporting period the Branch prepared 72 Standard Forms 56, Agency Certification of Insurance Status; in addition, 10 death claims were submitted to the Office of the Federal Employees' Group Life Insurance in New York. Of the 72 certifications issued 55 certifications were issued for the purpose of conversion upon separation and 7 certifications were issued in retirement cases. It will be noted that the total number of certifications issued is substantially less than half the number of certifications issued during the passed annual report coverage. The reason for this variance in figures lies in the fact that included in the first annual report were a great many certifications

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which were issued long after the inauguration of this program in 1954. This function is of course being carried on a current basis at this time. During this period the Branch improved upon its procedures for processing FEGLI death claims on a secure basis with the Office of Federal Employees' Group Life Insurance and established new secure procedures for processing applications for FEGLI.

7. During the reporting period the Branch processed 7 claims for Unpaid Compensation.

8. The Branch has continued to administrate the 3 MIA cases brought into this reporting period. Included in the activity in this respect has been continuing contact with next-of-kin, with Congressman, and with outside Agencies and Organizations as appropriate. In addition, the Chief of Casualty Affairs Branch was appointed a member of a working committee to assist a senior committee in the preparation of a report on the subject of a Code of Conduct for Captured Agency Personnel. During the reporting period representatives of the Branch attended Agency meetings with officials of the BOASI to establish secure procedures for administering the new Social Security program for the Agency.

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Section II

Program Plans for the Period  
1 January - 30 June 1956

1. During the current six months' period the Casualty Affairs Branch plans to concentrate further on the perfection of internal procedures. The two new technicians assigned to the Branch have now completed an intensive training program within the Branch. The real value of their services should now become manifest through the more expeditious handling of claims. In addition, the Branch will continue to strive for the refinement of operating methods and record devices.
2. While the failure to obtain publication of the Regulations pertaining to most of the Branch's functions is a continuing disappointment, it is earnestly hoped that some, if not all, of these Regulations will be published during the current period. In the interim period, the Branch will continue its policy of advertising the benefits of these claims programs to Agency employees and administrative officers through all available media. In this connection, the Branch proposes to handle future cable and dispatch traffic concerning overseas claims by communication from the Director of Personnel to the station concerned, via the area division.
3. As contemplated in previous program plans, the Chief, Benefits and Casualty Division will travel overseas during the current period to fully explain to responsible field officials the programs of this Branch and the Insurance Branch.
4. In the performance of its retirement functions, the Branch will continue to review cases of former OSS employees in order to clarify their retirement status for future reference. This project is long range and is being performed as time permits.
5. Due to a change in the Civil Service Commission's position relative to the possible coverage of military personnel under the Federal Employees' Group Life Insurance (FEGLI) Act, the Branch is working with Civil Service, the Plans Staff and other Agency components in an effort to protect the FEGLI entitlements of [REDACTED] Staff Agents.

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6. It is anticipated that the Social Security program will be formally initiated in the Branch during the current period. The Branch had hoped to assign Social Security work to one technician who would become an expert in the Social Security field. The present ceiling restrictions which preclude the filling of the last remaining technician slot make this impossible. Under the present Branch complement this function will have to be divided among all technicians on a priority system basis.

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